Course Title: Intermediate Word XP

Date: May 16, 2007

Time: 0830-1530

Course Description

This course is the second in a series of three Microsoft Word XP courses. By taking this course, you will expand upon the basic concepts that you learned in the Microsoft Word XP: Introduction. You will also be introduced to new intermediate concepts with an opportunity to apply them. Upon successful completion of this course, students should be able to:

- Create and modify custom templates, apply existing styles, and create a custom style.
- Enhance a table by merging table cells, sorting and calculating table data, and creating charts based on various table data.
- Insert, manipulate, and format graphic images, including clip art, auto shapes, word art, and organization charts.
- Create a newsletter using columns, sections, and graphics.
- Use the Mail Merge Wizard to mail merge form letters, complete with mailing labels.
- Create a Web page, create and edit a hyperlink, save and preview a Web page, as well as enhance a Web page by applying themes.
- Include comments in a document and compare and merge documents.

- **Eligibility:** This course is designed for persons interested in learning the intermediate features of Word XP. It is also intended for those preparing to pursue certification as Microsoft Office User Specialists (MOUS) in Word.

  Prerequisites: Students enrolling in this course should be familiar with personal computers, and know how to use Word XP to create, edit, format, and print standard business documents complete with tables. To ensure your success, we recommend you first take Introduction to Windows XP and Word XP or have equivalent knowledge.

Nominations: Complete the On-Site Course Nomination Form (http://www.uhuhs.mil/chr/Nomination.doc) and send to tspriggs@usuhs.mil, no later than May 9, 2007. Class size is limited. Registrations will be accepted on a first-come first serve basis.

For further information: Contact Cory Edwards or Theresa Spriggs at (301) 295-3082.

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Course Content

Lesson 1: Creating and Modifying Templates
>Topic 1A: Apply Styles
>Topic 1B: Modify Styles
>Topic 1C: Create User-Defined Styles
>Topic 1D: Create a Template from an Existing Document

Lesson 2: Managing Tables and Table Data in Documents
>Topic 2A: Convert Tabbed Text into a Table
>Topic 2B: Merge Cells in a Table
>Topic 2C: Open an Excel Table in Word
>Topic 2D: Sort Table Data
>Topic 2E: Perform Calculations in Tables
>Topic 2F: Create and Modify a Chart Based on Word Table Data
>Topic 2G: Link Excel Data in a Word Table

Lesson 3: Adding Graphics
>Topic 3A: Insert a Clip Art Image
>Topic 3B: Add an AutoShape
>Topic 3C: Insert WordArt
>Topic 3D: Insert an Organizational Chart

Lesson 4: Creating a Newsletter
>Topic 4A: Create a Document Section
>Topic 4B: Format Text into Newsletter Columns
>Topic 4C: Control Column Text Flow
>Topic 4D: Wrap Text around a Graphic
>Topic 4E: Create Envelopes and Labels

Lesson 5: Sending Form Letters
>Topic 5A: Select the Main Document Type
>Topic 5B: Select the Data Source
>Topic 5C: Insert Merge Fields
>Topic 5D: Merge and Preview Form Letters
>Topic 5E: Create Mailing Labels

Lesson 6: Creating a Web Page
>Topic 6A: Create a Web Page Using a Template
>Topic 6B: Preview a Web Page in a Browser
>Topic 6C: Create a Hyperlink in a Web Page
>Topic 6D: Edit a Hyperlink in a Web Page
>Topic 6E: Apply a Theme to a Web Page

Lesson 7: Managing Document Changes
>Topic 7A: Use Comments in Word Documents
>Topic 7B: Compare and Merge Documents